



Job Posting

Position Title:

Pre-K Specialist

Reports to:

Chief of School Improvement and Accountability

Location:

Achievement Schools – Central Office
Memphis, Tennessee

About the Achievement School District:

In January 2010, Tennessee passed the First to the Top Act, a sweeping reform of the state's education policy that was the cornerstone of its successful Race to the Top application. The Act created the Achievement School District (ASD), a state-run education authority with the power to directly run eligible schools and to authorize charter management organizations to operate schools. The ASD was charged with enacting bold reforms to drive transformational results for students zoned to attend or attending Priority schools. In doing so, the ASD acts as an operator of schools (the directly managed "Achievement Schools" clustered in the Frayser neighborhood in Memphis), authorizes non-profit partners, and works as a catalyst for state-wide school improvement through increased focus on Priority schools and improved student outcomes. The vision of the ASD is for all students in Priority schools to be prepared for success in education, career, and citizenship after high school. In support of this vision, our mission is to fight for justice for Priority school students by committing to excellence, equity, and community in their schools and lives.

Position Overview:

An Achievement Schools District Pre-K Specialist is responsible for designing and supporting the implementation of a high-quality Early Childhood program that meets the needs of the students of Frayser. The Pre-K Specialist will also manage state and grant compliance for the program and ensure the Achievement Schools meets the requirements for the Child Find process.

The Pre-K Specialist will spend 85% of their time in support of the pre-K programming of the schools directly managed by the Achievement Schools District. The Pre- K Specialist will spend 15% of their time in support of the pre-K programming across the ASD portfolio.



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Specific Position Responsibilities:

- Oversee all aspects of state compliance for Early Childhood classrooms by establishing processes and systems to regularly collect, and analyze a variety of pre-k data and compile numerous compliance reports and documents
- Manage the grant process for the Early Childhood program, including the budget and grant requirements
- Identify effective Early Childhood practices to share with teachers and principals across the portfolio of ASD schools
- Develops and administers a district application process for pre-k funds that ensures continuous improvement of pre-k programs district wide.
- Leads and guides the allocation of pre – k funds based on quality benchmarks as determined by the distinct pre-k applications.
- Supports district planning for high quality Pre-K programs by offering technical assistance for grant application development, as well as program planning. Provides schools with current knowledge from research and benchmark programs nationwide to focus on improving TN programs.
- Responds to district questions regarding pre-k program requirements, expectations and allowances, as needed.
- Provides and/or informs high quality professional training for pre-k programs, focused on instructional best practices and program improvement. District trainings will be offered via multiple methods as frequently as needed, and sometimes in collaboration with the special education department and instructional content coaches.
- Monitors program improvement efforts in schools through field visits and an annual review process, to be developed in alignment with the requirements outlined in the various pre-k funding applications.
- Works with the school teams to ensure classes are full and pre-k funds are ensuring the equitable placement of high needs students in district classrooms, as defined by pre-k eligibility criteria.
- Works with TEIS coordinators and 619 Coordinator to ensure alignment of enrollment priorities.
- Works closely with the Pre-K coordinator to monitor pre-k classrooms, clearly communicate expectations for quality aligned to ECERS and ELLCO standards and provide support to schools for improvement efforts.
- Facilitate smooth transitions for students from Pre-K to Kindergarten
- Ensure compliance and fidelity with IDEA, Section 504, and other Tennessee expectations in regard to Special Education and 504. This includes:
 - Manage the Child Find process
 - Serve as a liaison between state and local agencies and the Achievement Schools' early childhood programs
 - Conduct visits to public early education facilities, private daycare centers, and homes
 - Provide support and training to preschool staff and families
 - Facilitate the TEIS referral process, service planning and coordination, and



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- maintenance of external placement services
- Implement required KEI assessment and analysis
- Partner with the leadership to implement key academic initiatives and programs
- Other duties as assigned

Qualifications:

- Master's degree in Education from accredited university
- Active Pre-K, Early Childhood Certification, with a minimum 5 years' experience as an educator, teacher leader and/or administrator in early childhood settings.
- Preferably experience with management of state compliance systems
- Special education background, knowledge and experience preferred.
- Strong grant management knowledge and experience preferred.
- Belief that all children can learn and that expectations must remain high for all students.
- Comfortable with, and willingness to, attend in-state and out-of-state conferences, as needed.
- The ability to engage key stakeholders and communicate & collaborate effectively to improve outcomes for students. This includes strong written and verbal skills.
- A willingness to proactively take on leadership roles and possess a strong work ethic as well as problem solving skills.
- The ability to write and deliver high-impact presentations and training modules.
- The capacity to leverage internal and external networks and to engage in team problem solving

Salary and Benefits:

Salary: up to \$70,000. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, contact information for three professional references, and two writing samples – preferably a sample of a memo and a presentation you have created- to lisa.settle@tn-asd.org.

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